

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Deputy Director
Office of Community Partnerships
Division of Adult Rehabilitative Programs
CEA 3

FINAL FILING DATE: March 8, 2010

SALARY RANGE: \$8,594-\$9,476

DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Director, Division of Adult Rehabilitative Programs, the Deputy Director of the Office of Community Partnerships provides oversight of the Department's efforts to identify, develop and manage community-related programs and resources to meet institutional and offender rehabilitative needs. The Deputy Director initiates and participates in efforts to obtain and sustain partnerships with various entities who contribute to transitional services for adult offenders, including executives and administrators of private foundations and staff of other state departments, the Legislature, community based organizations, and advocacy groups. The Deputy Director assists the Department on policy and budgetary matters that may affect community partnership programs and manages community grant programs and the awards that are presented to local community organizations.

Duties include, but are not limited to:

- Plans and directs the development of policies for providing oversight to the Community Partnership Manager (CPM) network which operates in state prisons and reentry facilities; establishes policy including but not limited to community volunteers, donations, Inmate Leisure Time Activity Groups, self-help groups and fundraising; collaborates with other California Department of Corrections and Rehabilitation (CDCR) division executives and stakeholders on policy and operational issues related to community-based adult rehabilitative programming;

ensures that all formal and informal partnerships and agreements, including the relationship with the California Workforce Investment Board and the Education Development Department are monitored and operating effectively; makes certain inmate/family service contracts, federal grants and legislative mandates relative to in-prison programs, offender transitional services, and various community programs are compliant; establishes and maintains relationships with executives and administrators of private foundations, local government, other State departments, advocacy groups, the Legislature, and other internal CDCR stakeholders.

- Provides administrative direction in the delivery of policies related to re-entry programs, in-prison self-help and community grants; provides direction in the fiscal policy and program components; reviews and monitors all programs to ensure conformance; oversees on-site evaluations of employment programs, reentry programs, in-prison self-help and community based programs and provides direction on program effectiveness; reviews program exit interviews and monitoring documents, evaluation tools and corrective action plans to ensure effectiveness; directs the development of information to respond to the Governor's Office, state Legislature, federal compliance agencies, and advocacy groups.
- Maintains appropriate channels of communication within the Department and ensures staff are informed about relevant laws, policies, regulations, procedures, and matters related to the improvement and welfare of the Department; attends conferences and symposiums as well as community, regional, and state-level events relating to reentry and community development; manages ad hoc advisory panels developed to foster collaborative relationships with federal, state, and local government agencies, non-profit and faith-based organizations, and academic institutions.
- Ensures that collaboration and coordinated effort takes place between the Department and the Community Partnerships Managers in their regions; establishes partnerships with various individuals and groups in promoting the successful reentry of offenders from state custody to their communities; tracks all program grants to ensure that outcomes are achieved and that reporting is done timely and completely.
- Consults and acts as the Department's liaison to executives/administrators of local jurisdictions, private foundations, the Governor's Office, legislative staff, and advocacy and other special interest groups in developing and implementing services and systems which reflect the intent of the Governor, federal and state legislative bodies, and court decisions.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; the capacity of California's large and varied network of community-based organizations; principles of evidence-based corrections; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

DESIRABLE QUALIFICATIONS:

- Experience in implementing new programs that involve partnering with local community organizations and governmental entities.
- Experience interacting on a professional level with multiple divisions, agencies, Legislature and Governor's Office staff.
- Experience in providing rehabilitative, transitional, and employment services for adult offenders and knowledge of contemporary research and literature as it applies to the best practices in helping adult offenders successfully reintegrate.
- Ability to recognize the concepts of and utilize completed analytical staff work as the basis of making program recommendations regarding program goals, strategies and objectives and evaluating program policies.

- Ability to develop and oversee systems for tracking program outcomes.
- Experience in directing the design of policies and service delivery systems which afford offenders optimum opportunities to reduce the likelihood of reoffending.
- Ability to perform major policy influencing functions effectively and contribute to the design and implementation of policies related to program delivery systems and activities.
- Ability to plan directions and preparation of the budget; oversee staff personnel actions, and conduct on-site evaluations of rehabilitative and life skills programs to determine compliance with law and policy.
- Demonstrate ability to maintain appropriate channels of communication within the Department and ensure that staff is informed about relevant laws, policies, regulations, procedures, and matters related to the improvement and welfare of the Department.
- Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal opportunity workplace.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of new programs. Experience which shall have demonstrated the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders.

EXAMINATION INFORMATION:

This examination will consist of a Qualifications Appraisal Panel Interview by an executive panel. Candidates must submit a Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, which will be utilized as an informational document by the executive panel. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length or be less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Deputy Director, Office of Community Partnerships, CEA 3 vacancy. For further information regarding this position, please contact Caleen Allen at (916) 327-8017 or caleen.allen@cdcr.ca.gov.

FILING INSTRUCTIONS:

A Standard State Application (Form 678) and Statement of Qualifications must be submitted and postmarked by March 8, 2010 to Caleen Allen, Executive Appointments, P.O. Box 94283, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Appointments.

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination, and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

****The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.***

DEPARTMENT OF CORRECTIONS AND REHABILITATION

Vision: With our partners, we protect the public from crime and victimization.

Mission: We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.